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C O N F I D E N T I A L

3 JAN 1969

MEMORANDUM TO : CIA Records Management Board
Attention: [REDACTED] 6E25, Hqs. 25X1A

FROM : Chief, Historical Staff

SUBJECT : Quarterly Progress Report on Records Purge

A. General. At the request of the Records Management Board, the Historical Staff on 25 September compiled an advisory paper, "Historical Documents: A Checklist," which was subsequently discussed and circulated, on 20 December 1968, in the Board's series of guidance sheets.

B. Historical Staff Holdings Reduced by 50%. The total bulk of the Staff's holdings at the Archives and Records Center has been reduced by exactly 50%, from 20 cubic feet to 10 feet, in accordance with plan outlined in memorandum of 12 September, as follows:

1. 4 feet of DCI/ER reports files (job 66-600) were transferred back to DCI/ER control.

2. ⁶~~10~~ feet of ORE and ICAPS files, 1946-50 (jobs 64-655, 656, and 657), which had been deposited with the Historical Staff during the Agency reorganizations of 1951-53, were transferred to the control of the A/RC for screening, discard of surplus duplicates, integration into centrally established files at A/RC, and future servicing. Based on a sample inspection conducted by A/RC and Historical Staff personnel on 23 September, it was evident that almost all the items were duplicates, and it was mutually agreed that A/RC would undertake the necessary item-by-item screening and discard the surplus duplicates, without further review by the Historical Staff.

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